

PREFACE

The Division of Local Government in the Department of Local Affairs, no later than January 15 in even-numbered years, shall transmit to the designated election official of each special district organized under C.R.S. Title 32, Article 1, entitled to hold elections, or if there is no designated election official, to the chief executive officer of the special district, at least one copy of the election laws. (CRS 1-1-108)

The **2008 Special District Election Manual** ensures that each district has the information needed to conduct or properly cancel its May 6, 2008 regular biennial election. The provision of this manual, however, is not to be construed as legal advice. For efficiency, only those portions of statute that relate to nonpartisan elections have been included.

As you will see, the manual contains much more information than election law. The manual is divided into multiple sections and includes an **Election Calendar; CRS Title 1, Article 1-13 of the Uniform Election Code of 1992; CRS Title 32, Article 1, Parts 8 & 9; CRS Title 1, Article 45, Fair Campaign Practices Act; the Colorado Secretary of State Election & Campaign Finance Rules; Sample Election Forms and Department Contact Data**. The entire manual is available at <http://dola.colorado.gov/elections/>.

The **Election Calendar** provides an overall timeline of the election and can serve as a guide for proceeding through the entire process. The calendar includes the deadline by which a specific task is to be completed, the related statute, the page number of the associated form or sample document, and reminders of an upcoming project. You may discover that this is your most valuable tool as you plan, prepare, and implement your election.

You will find the **Secretary of State (SOS) Rules** a very useful (and necessary) tool. SOS Rules are to be used in conjunction with the election laws to insure that your election is compliant and efficient. The Secretary of State is legally authorized to promulgate election rules that, in addition to the statutes, set the guidelines for the running of legal elections.

There are a multitude of **Forms and Sample Documents** that can aid a designated election official in meeting a district's statutory requirements. Procedural instructions have been included at the bottom of many of the forms for your convenience. The Division of Local Government develops sample forms as a convenience to special districts. The sample forms were written using relevant statutory citations, rules, and guidance from other election professionals. Districts are encouraged to use the provided forms. However, no district is **required** to use all of these forms. However, a district wanting to develop its own forms may wish to consult with legal counsel.

Staff in the Division of Local Government is available to provide technical assistance throughout the election process. In addition, DLG staff will be available on Election Day, Tuesday, May 6, 2008 from 7:00 AM to 7:00 PM to offer districts phone support. Please call (303) 866-2156 if you have any questions or concerns.

In addition to this *manual*, the division has created a *listserv* for special district officials. Please go to the election website and sign up for our email notification program. The election *website* offers special district officials links to important data, revised statute and rules, as well as updated forms. For more details, please visit us at <http://dola.colorado.gov/elections/>.